\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OBJECTIVE:**

To further develop and enhance my knowledge in the field / position in the organization, where my qualifications is best suited and gain professional skill advancement, job stability as well as to contribute for company’s success.

**STRENGHTS:**

* Ability to work independently
* Proven customer service and organizational skills
* Knowledge in information and communication management
* Excellent leadership qualities
* Detailed oriented; able to multi task

**EDUCATIONAL QUALIFICATION:**

Bachelor of Science in Commerce Major in Computer Management

St. Joseph’s College, Quezon City, Philippines

1995-1999

**SUMMARY OF PROFESSIONAL EXPECIENCE:**

A resourceful and accomplished individual with years of comprehensive experience in the fields of Administration, Purchasing and Sales in fast-paced environments. With a diverse customer care skills as well as exceptional clerical expertise. Extensive team leadership and professionalism. Effective in providing administrative support in accordance to company’s mission and procedures.

**WORK HISTORY:**

Company Name **: GLOBAL EXECUTIVE SEARCH -** Dubai

Designation **: *Coordinator/Receptionist -*** April 12, 2015 to September 17, 2015

* Update appointment calendars and schedule meetings/appointments
* Perform other clerical works and receptionist works such as filing, photocopying etc.
* Maintain cleanliness and organization of the office of the Director’s
* Make sure that employee are complying with procedures and rules and regulations
* Providing and Circulate basic information such as memorandum to all departments
* Greeting and welcoming company clients during in-country visit and interviews of applicants
* Monitoring and printing important emails for the Directors
* Answer, screen and forward any incoming phone calls for the Managing Director
* Receive and sort mail/deliveries/couriers
* Co-ordinate with the Executive Secretary for the other task

Company Name **: UNIVERSAL CORPORATION** - Philippines

Designation **: *Administrative Assistant*** - July 2005 to March 2015

* Over-all in charge in Production, Sales and Marketing
* Time keeping management
* Responsible for preparing payrolls, bank transaction, employee’s benefits and taxes
* Process sales and receive payment
* Work on computer listing of orders: enter all their inquiries.
* Preparing Reports (Sales, Production and Expenses)
* Responsible for company’s filing system maintenance
* Responsible for office facilities and maintenance
* Responsible for office and production supplies (purchase and distribution)
* Responsible for product distribution
* Provides support to stockholders and employees

Company Nam**e** **: CITY HALL** (Philippines)

Designation **: *Office Admin Staff*** - June 2004 to July 2005

* Screen phone calls and walk in constituents for visiting councilor.
* Communicating with various Community Groups.
* Assist the Consultant of the City Councilor’s in doing Ordinance.
* Handling schedules and incoming invites of the City Councilor.
* Preparing vouchers for the help/assistance for the constituents.
* Attending seminars/meetings in behalf of the City Councilor.
* Perform other task that the City Councilor assigned to me.

Company Name **: LEATHERCRAFT** (Philippines)

Designation **: *Secretary*** - 2000 to 2004

* Ensure that each customer receives outstanding service
* Provide solid product knowledge to the customer
* Communicate customer requests and orders.
* Responsible for product delivery
* Maintain an awareness of all promotion and advertisements.
* Handling incoming and outgoing telephone calls.
* Responsible in collection and bank transactions
* Perform any other tasks to me by the manager

Company Name **: PUREFOODS CORPORATION** (Philippines)

Designation : ***Office Clerk*** - 1999 to 2000

* Responds to inbound calls of Trucking Company in a professional manner
* Assisting Trucking Companies in their inquiries and other concerns.
* Researches and resolves a wide variety of Trucking Company questions/issues.
* Handles multiple tasks (i.e. talking with Trucking Company’s Representative while accessing information and/or input in computer).
* Encoding Trucking Company’s transaction.
* Provides Trucking Company’s timely and accurate information reflecting a positive and client-oriented image of the organization.
* Releasing pay checks for the various Trucking Services.

|  |  |
| --- | --- |
| **PERSONAL DETAILS:** |  |
| Date of Birth | : | February 12, 1979 |
| Nationality | : | Filipino |
| Marital Status | : | Married\ |
|  |  |  |

**First Name of Application CV No:** **1655856**

Whatsapp Mobile: +971504753686

